

# mid-atlantic archivist

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## Special Edition: Archives and Society

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## Editor's Note

When Leslie Kopp was named New York regional representative to the Archives and Society Task Force she suggested a special edition of maa - one that would address the topic of archives and society with feature articles and also introduce the MARAC/ART brochure "Selecting an Archivist". Leslie has edited this issue, gently guiding it from good idea to printed journal.

Publishing this special edition has meant changing our format a bit and abbreviating some regular newsletter features. MARAC Steering Committee minutes and news notes appear after the articles; the Reference Shelf and Preservation News columns will appear again in the next issue.

As always, letters to the editor are welcome. We hope that this special issue will encourage thought and prompt additional discussion of the topic of archives and society, especially as it is viewed in the mid-Atlantic region.

Ron Becker

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Just as this issue of the mid-atlantic archivist was going to press, the Philadelphia Orchestra announced plans to suspend its archives program and dismiss archivist Matthew D. Griendling. Griendling has been with the orchestra for six years. The orchestra cites budgetary reasons for discontinuing the archives.

The Philadelphia Orchestra is one of the major cultural institutions in the US. Founded in 1900, the orchestra is renowned for its technical ability and resonant string quality - the "Philadelphia

sound" - and regarded as one of the nation's best. The orchestra was also unique in the lengthy tenures of two of its conductors, Leopold Stokowski and Eugene Ormandy.

The archives contains thousands of items documenting both the history of the orchestra and that of its home, the Academy of Music. The "Old Lady of Locust Street" was built in 1857; designed by architects LeBrun and Runge after LaScala in Milan, the Academy was a major opera house in the late nineteenth century before becoming the home of the orchestra.

### RECENT ACQUISITION

Beryl Becker arrived from Fortaleza, Brazil, on July 6, 1985. Born on April 30, Beryl is happy and healthy and specializes in entertaining his parents and older brother (day and night).

## Dial 1-800-ARCHIVES

maa 14/4

by Leslie Hansen Kopp

Any competent music historian will tell you that Nero actually played the *tibia utricularis*, a bagpipe, but in this editorial preface we retreat to the familiar metaphor to ask, will the community of archivists fiddle while the profession burns?

Has our stereotypical image - encrusted in dust as it is - preceded us into the work place and job market? In our rush to certify our profession (and, to be sure, 'grandparent' ourselves in!) are we neglecting the subject specialists and creating "generic" archivist/historians, as indistinguishable to our consumers as laundry soaps in white boxes with black bar-codes? Are students of our trade being taught by knowledgeable, practicing archivists? And what does any of this matter if the consumer of our services - the corporation, the institution, the organization - the potential employer does not know how to look for an archivist or is led astray by a bogus consultant?

In this special edition of the mid-atlantic archivist, - more like a journal than the regular newsletter - we hope to answer some of these questions and focus on many of the broader concerns of our profession. Faye Phillips reports on the Society of American Archivists' Task Force on Archives and Society and what is being done to improve the public image of archivists; Barbara Niss explains the results of a questionnaire on hiring practices sent to regional archival organizations; Joan Gosnell has surveyed educational programs in archives management offered in the mid-Atlantic states; and Linda Edgerly examines the subject of archival consultants.

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Beyond the silly stereotypes of archivists trapped under mountains of paper in dank basements there lies a very real problem of public perception of our profession. What archivists really do for their parent institutions and how those organizations go about selecting archivists is an issue jumbled and confusing to our consumers. The current trend toward collecting and maintaining historical documentation has moved from the mega-repository to the single-interest collection, corporation, or private industry. Archives are fashionable!

The centerpiece of this special edition maa is the brochure, "Selecting an Archivist", a joint publication effort of MARAC and the Archivists Roundtable of Metropolitan New York. In looking for a suitable format for reaching potential employers, we took our cue from our sister organization, the American Institute for Conservation of Historic and Artistic Works. The AIC has wrestled with similar questions of education, certification, and public outreach (with the only distinct advantage being that most people know what a painting or sculpture is!), and their need to educate the consumer was just as strong as ours. The AIC published their brochure, "Guidelines for Selecting a Conservator" in 1984; the first printing of 10,000 copies was so successful that another 10,000 had to be printed before the end of that year.

A MARAC/ART committee was established to prepare a brochure on hiring guidelines early this year. Over a period of almost six months, several drafts were distributed to and tested by a large number of both archival peers and potential consumers before the brochure reached its final form. Members of the ART/MARAC brochure committee, with the author as chair, included Mary B. Bowling, Barbara J. Niss, Joan Gosnell, Sally Brazil, and Ellen Sowchek.

A large number of people were involved in the production of both the brochure and this issue of maa. Aside from those who penned articles for this journal and/or served on the committee, there are those who read the many drafts of the brochure, proofread copy, obtained photographs, provided laughter, companionship, and music when it was needed. The author wishes to thank Quad Right, typesetting and stats; Gretchen Schumacher, New York City Ballet; Virginia Kovel, RNC; Pat Rader, Dance Notation Bureau; Abby Shaw, Conservation Center for Art and Historic Artifacts; Frank Suran, Pennsylvania Historical and Museum Commission; Les Schoof, Joffrey Ballet; the makers of Archives Music Writing Products (and, for that matter, the makers of Instant Zoos); Antonio Vivaldi and Igor Stravinsky; Linda and Asher Susswein, Letitia Coburn, and Casey the wonder cat - official paperweight of the mid-atlantic archivist.

A friend once jokingly suggested that institutions seeking to organize their historic records should be able to dial 1-800-ARCHIVES for assistance. While not a toll-free number, this publication was created in response to a genuine need. The brochure "Selecting an Archivist" is a document for all MARAC archivists to use and distribute - to explain the significance of our collections and our work to our public. Just as we, as professional archivists, are responsible for retaining the past for the future, we must be responsible for bringing public awareness of our profession into the here and now.

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*Leslie Hansen Kopp is known to most readers as production editor of maa and a field archivist with the New York Historical Resources Center. She holds a B.Mus. from East Carolina University and M.M. from Temple University. A performer on the bass clarinet and bassoon, Kopp toured Europe and the US and gave the world premieres of Diamonds and Anthem for Bass Clarinet. Pursuing her Ph.D. in musicology at CUNY, she studied with Emanuel Winternitz and was an intern in the Dayton C. Miller Flute Collection. She was Archivist with the Research Center for Musical Iconography, the Dia Art Foundation, and the Dance Notation Bureau and is a consultant to the Joffrey Ballet and the Cooper-Hewitt Museum. She was the first chair of SAA's sub-committee on performing arts archives and recently prepared an orchestral score for publication in The Symphony 1720-1840. She has never met Nick Webster.*

## Archival Moles No Longer

The Society of American Archivists' Task Force  
on Archives and Society

by Faye Phillips

David B. Gracy II in a 1984 "President's Page" of the American Archivist reflected on a university newspaper headline he had seen which read; "Archivist Surfaces." The story was about the university archivist receiving an award. Certainly this was the occasion for a news article, but why the title, "Archivist Surfaces"? What prompted the reporter to view the archivist as someone living below ground? Unfortunately, this mole image of the archivist has been pervasive for too long and it is up to us -- the archivists -- to change that image forever.

To seek solutions to our image problems the Society of American Archivists in 1983 established the Task Force on Archives and Society. The Task Force was charged "to study and recommend ways and means that we as a profession in our societies (national, regional, state and local), in our institutions and as individuals can increase public awareness, understanding and appreciation and support of archives and recordkeeping." To this end the Task Force is drafting a statement we can all use to demonstrate the importance of archives in and to society; proposing ways that we as individuals and in groups can raise public awareness of the importance of archive materials and programs; listing national projects for SAA to undertake over the next five years to improve the "archival image" and, finally serving as a clearinghouse of ideas and information.

The first of these projects, a statement demonstrating the importance of archives, will be available in October from SAA. The pamphlet will be introduced at the annual meeting in Austin. It can be distributed to our patrons, researchers, executive boards, community organizations, faculty and other groups that need to be better informed of the work of archivists.

In order to continue to fulfill the objectives of the Task Force we have divided our work into two segments: a study track and an action track. The study track consists of projects that gather and analyze information about archives and their publics, and which establish as one of SAA's primary functions the continuing study of the place of archives in society. One of our first projects under the study track was a survey by Social Research, Inc. Frank Mackaman, former Chairman of the Task Force, summarized the survey:

In 1984, SAA Council authorized a study of resource allocators' attitudes toward archives and archivists. The Task Force on Archives and

Society suggested the research project, believing it would help archivists better understand the people who control archival budgets and permit us to develop programs to improve the funding and administrative support we receive.

The study employed a qualitative research technique based on one-to-one field interviews. The 61-page final report deals with such topics as resource allocators' views of the nature and uses of archives, their opinions of their own organizations' archives, the funding of archives, the image of archivists, and public awareness of archives.

The report does not recommend specific courses of action for us. The Task Force believes that much of the report's value will come in forcing us to evaluate the findings and develop our own strategies for dealing with resource allocators

Sidney J. Levy, who conducted the research project, will present a report to the SAA annual meeting on October 29. Other reports on the project will appear in the SAA Newsletter and other archival newsletters.

Secondly, we are developing a grant proposal which will enable SAA to continue the research that will lead to model strategies for influencing our significant publics.

Regarding the action track, we are developing a clearinghouse which will gather and disseminate information on activities designed to increase support for archival work. The clearinghouse also will produce and disseminate written and other materials archivists can use with the public to increase awareness and support of the archival function in society. One example is the new "Archives Go Public" section of the SAA Newsletter. Recent "Archives Go Public" columns have featured activities in New York State such as the New York State Archives' new booklet, "Researching the History of Your School," that explains where to find and how to use school, local government and other community records to reconstruct community educational history, and the preparation of a historical document teaching kit on life in New York in the 1930s. Other featured items have been the outreach slide/tape programs of the Archives of Appalachia on such topics as quilting, country music, and logging; the Archives of American Minority Cultures of the University of Alabama radio series, "Working Lives," which explores black workers class history and

culture in the South; and the exhibit prepared by the State Museum and California State Archives "What's An Archives?" which answers the question and illustrates the varied uses of archival material. The Task Force requests information for the column from all archivists, manuscript curators, administrators, public relations officers and others who have developed outreach programs. By sharing this information we can all benefit. Knowledge gained from successful outreach projects can help us design ever more successful activities, and knowledge of failed projects can help prevent future problems. If you have projects you wish to share, send notices to "Archives Go Public" SAA Newsletter, 600 South Federal, Suite 504, Chicago, IL 60605.

Finally, the SAA Task Force on Archives and Society will initiate programs to increase leadership skills of archivists to more effectively promote archival services. Recently, the Task Force has begun to sponsor marketing workshops at regional meetings.

Regional archival organizations have recognized and responded to the need for work in this area as well. This newsletter is dramatic evidence of the concern of MARAC members. MARAC's Education Committee has accepted as one of its functions a program regarding archives and society. Other regionals have formed Task Forces on Archives and Society and the SAA Committee on Regional Archival Activity will consider such questions in Austin.

Each and every archivist can promote our goals. SAA got the ball rolling last year, knowing that the work was much more that could be accomplished in a single year. We, with your help, will keep it going this year and into the future. Archivists can not allow anyone to think of us as moles any longer.

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*Faye Phillips is Archivist for United States Senator Russell B. Long of Louisiana. She previously worked at the National Archives. Phillips holds an M.S.L.S from the University of North Carolina at Chapel Hill and a M.A. in History from Georgia State University. She is a member of SAA's Task Force on Archives and Society.*

## Archivists Round Table Survey on Hiring

by Barbara J. Niss

At the end of January 1985, the Archivists Round Table of Metropolitan New York created a brief questionnaire entitled "A Survey on Hiring." This survey was sent to the thirty-seven regional archival groups listed in the Directory of Regional Archival Organizations. The Round Table was attempting to answer several questions: Are other regional organizations contacted by employers seeking to hire an archivist? How do they deal with these requests? Have they ever received a complaint regarding the hiring of an unqualified archivist or archival consultant? If so, what was done? Do the regional groups attempt to make themselves known to employers or future employers of archivists? What is the state of archival consulting in their area?

The survey of eight questions made no claims to being scientifically devised. The answers to many of the questions could only be estimated by the person who filled out the form. Yet, the Round Table felt that the results of the survey provided a good sense of how regional archival organizations deal with the issue of hiring in their areas.

Of the 37 forms mailed out, 21 were sent back with useable data, a 60% return rate. Of these, 19 groups (90%) publicize job information to their members, either through announcements or bulletin boards at meetings, or in a newsletter. Most organizations hear of these job availabilities from their members, assorted publications (with the SAA Employment Bulletin and Newsletter leading the way) or from being contacted directly by prospective employers. The latter occurs in over half the groups surveyed (12), with seven of those being contacted one or two times a year, four groups receive three to five calls, and one fortunate organization gets six to eight requests each year for help in locating the perfect archivist.

The employers or future employers of archivists that contact the regional organizations are clearly a determined lot, since only six organizations actively try to make themselves known to this group. Some of the ways in which the archival units publicize themselves is through a printed brochure,

<b>ARCHIVISTS ROUND TABLE OF METROPOLITAN NEW YORK</b>		
<b>Survey on Hiring</b>		
1. Does your organization publicize job information:		
At meetings, through bulletin boards	Yes	No
At meetings, through announcements	Yes	No
In a newsletter	Yes	No
In another manner (describe):		
2. How does your organization get information about available jobs?		
3. How do archivists in your area most often learn of jobs (estimate percentages):		
Word of mouth	_____	
SAA Employment Bulletin or Newsletter	_____	
Other publications	_____	
Training program placement services	_____	
Professional meetings	_____	
Other (please explain)	_____	
4. Have you ever been called by prospective employers seeking information on hiring an archivist?		
Yes	No	_____
If so, approximately how often?		
5. Approximately what percentage of your group are consulting archivists?		
Full time	_____	
Part time	_____	
6. Is there any mechanism whereby your group makes itself known to employers or potential employers of archivists?		
Yes	No	_____
If it is in written form, please enclose a copy. If it is not, please explain.		
7. Has your organization ever been called upon to address a complaint of the hiring of an unqualified archivist or archival consultant?		
Yes	No	_____
If so, what guidelines or process did you follow?		
What action was taken?		
8. Do you have any further comments on this or any related issues? Please attach additional sheets if necessary to answer this or any of the questions above.		

sending complimentary copies of their newsletters to those they feel will be interested, writing letters to local newspapers in response to articles, or sending letters to institutions that are advertising positions. Archival groups also use ARMA publications and meetings to announce their existence and programs.

The data collected in the survey regarding consultants is difficult to quantify. No one really knew how many consultants were operating in their region, but there was the sense that many archivists quite often are willing to, and do, act as informal consultants to colleagues and local institutions in need.

The last area addressed in the survey was whether any of the regional organizations had ever been called upon to deal with a complaint regarding the hiring of any unqualified archivist or archival consultant. Only two groups said that they had been approached in such a situation. One complaint was referred to SAA Council, where no action was taken. The other case involved a business that had advertised an opening for an archivist, but had required only a high school education and filing room experience. The regional group concerned sent a letter to the employer outlining the damage that could be done to the company's archives if someone on this level was hired, and offered to provide whatever help and advice they could to aid the institution in establishing a program on a sound professional footing.

While the above is by no means a definitive survey about the state of archival hiring practices, it did convince the Archivists Round Table of Metropolitan New York to draw some conclusions. Archivists are good at learning about job openings and disseminate this knowledge well. Yet, we are not doing a good job of reaching out to non-archivists who make employment decisions to tell them about the benefits of an archival program, or even what an archivist is. This prompted several members of the Round Table to join forces with members of MARAC's publications committee to write the brochure, "Selecting An Archivist", contained in this issue of mid-atlantic archivist. Plans are now being devised to distribute the brochure to those individuals and organizations in need of such information.

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*Barbara J. Niss is the Associate Archivist at the Fiorello H. LaGuardia Archives. She was formerly Assistant Archivist at New York Hospital - Cornell Medical Center. She holds an M.A. in History and a Certificate in Archival Management from New York University. She is a representative to SAA's Committee on Regional Archival Activities and was recently elected Chair of the Archivists Round Table of Metropolitan New York.*

## Have Card, Will Travel: Consultants in the Profession

by Linda Edgerly

Some people have asserted that those who cannot "do", teach. Recently, wags and wits have suggested that those who cannot teach, become professionals. In the world of archivists, there are those who maintain that those who are not professionals, consult. Are consultants our profession's "walking wounded"? Or, as one of our number has asked, "Are those who consult malcontents and 'archival gun-slingers'?" Who are the consultants and what truth is there in the notion that those who do consult are not, in fact, professionals of the highest calibre?

These questions are not easily answered. We know that consultants in our profession, as in any other, can make a tough job easier or make an easy job tough; they can create an environment that is full of opportunities for their fellow archivists or create a disaster; they can represent archivists at their collective best or show to the public our least disciplined, less professional side. Whoever consultants are and whatever their level of skill, it does not take long for anyone who becomes familiar with our profession's "livelier issues" or active in its organizations to discern that remarkably little information is available about those who refer to themselves as archives consultants.

It is a complicated bit of business to evaluate as amorphous a group of people as consultants seem to be. No methodology seems to fit the task. The author's solution was to abandon methodology and send a questionnaire to a list of consulting archivists compiled from the Society of American Archivists' and regional archivists' groups' membership listings and a personal knowledge of those in the profession who work as consultants. Additions were made by eight people who are active in the community of archivists and in the leadership of our professional organizations. Even with that there can be no doubt that the list of people who received the questionnaire was non-comprehensive. Everyone who did respond, however, was given the option of doing so anonymously.

Consisting of 22 questions, the questionnaire was designed to explore eight areas of inquiry:

- basic identification of consultants by sex and how much consulting work they do
- the length of time in the profession and especially the number of years experience prior to beginning work as a consultant
- the level of activity of the respondent in professional organizations

- the source of dollars allocated for payment for consulting services, i.e., are consultants paid with "hard" or "soft" money?
- what factors seem to be weighed in the selection of a consultant and what factors, in the eyes of consultants, should be considered more important
- the degree of awareness by those responding of SAA's position vis-a-vis consultants in the profession
- how consultants feel they are seen by other consultants
- whether or not there should be professional standards to be met prior to an archivist's becoming a consultant.

The survey was conducted in 1984. Sixty-eight questionnaires were mailed, 57 (84 percent) of which were completed and returned. Some of the results are summarized in the paragraphs that follow.

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Very few archivists depend for their entire livelihood on consulting, but a surprising number of us do some work as consultants. Of those responding to the questionnaire, six people, despite attempts to identify only consultants, said they had done no consulting at any time. Eighty-nine percent of the respondents said they had done or were doing some consulting work and seven respondents (12%) indicated that they were doing so full-time.

The relatively small number of full-time consultants can be understood best if it is placed in the context of the answers provided in another segment of the questionnaire, that of the sources of payment. Thirty-three of the respondents who have worked as consultants have been paid for at least some of their work with grant funds. That means that 65 percent of the consultants identified received some of their work fees from "soft" money sources. Twenty-four of those who consult indicated that more than 50 percent of their consulting work was grant-funded, and 13 people of the 24 said that 75-100 percent of their consulting was paid for with dollars having grant origins. Since grants tend to specify how much can be spent on consultant fees and/or restrict the per diem, most "soft" money provides an inadequate sole source of income for a consulting archivist's work. (One of the weaknesses in the survey becomes evident in this context in that in some instances grant-funded archives project

work is carried out by an archivist engaged on a temporary basis who takes the title "consultant." Because the profession has no definition that identifies what a consulting archivist is, it is often impossible to distinguish respondents who are project or temporarily-hired archivists from those doing work that more closely fits the traditional concept of consulting.)

The survey made feasible the collection of some rudimentary data, too. Consultants are nearly as likely to be female as male: 54% of the respondents were male, 46% female. The average number of years of consulting done by those answering was 4.8, with some consultants having many more years of archival experience. Any composit figures on experience levels, however, probably would be invalidated or at the very least severely affected by three factors: 1) the newer a consultant would be to the field, the more likely it would have been that he or she did not appear on the mailing list, 2) two respondents, both of whom were doing part-time consulting at the time of the survey, each had 34 years of archival experience, something quite unusual in our profession, and 3) 11 of those who returned the questionnaire had one year or less of archival experience when they began consulting. In fact, it was somewhat alarming to learn that 40 percent of the respondents had five years of experience or less in the archival field when they embarked on their first consulting job. The experience level figures broke down as follows:

Years of Experience Before Consulting	Number of Respondents	% of Consultants Responding *
Less than 1 yr.	11	23%
1-5 years	8	17%
6-10 years	16	33%
11-15 years	6	13%
16-20 years	4	8%
More than 20 yrs.	3	6%

\* Percentages have been rounded to the nearest whole number.

Only one person who responded did not hold membership in SAA and a relatively small number, six percent, said they were not "active members," e.g., did not participate in SAA sections, committees or task forces, did not write articles for the profession, and/or read no SAA publications. Interestingly, ten percent of the group of "active SAA member" consultants who responded admitted that they had not read the SAA Council's "Suggestions for Selection of Consultants" that appeared in the November 1983 issue of the SAA Newsletter.

Earlier, reference was made to sources of funds allocated for payment of consulting archivists. An attempt was made via the survey to examine too how consultants initially approach their jobs and what

factors they themselves feel are most important to consider in assessing consultants' qualifications. Thirty-four percent of the respondents indicated that they themselves had utilized the services of a consultant at one time or another in the course of their regular, salaried jobs and that in 95% of cases the users had solicited the services of the consultant rather than the consultant seeking out the client. Not one of those who responded that they had used the services of archives consultants answered affirmatively that the consultant had submitted voluntarily or been asked to submit a written proposal or that job specifications had been prepared. Only two consultants, one of whom had also been a user, answered that they ordinarily did write proposals and/or specifications for a project before beginning work.

Listed in order of importance, the survey results show that respondents consider the factors deserving of attention when choosing a consultant are as follows:

- 1) specific training or experience in the particular aspect of archival work involved in the project
- 2) breadth and variety of experience in archives
- 3) years of archival experience
- 4) recommendations of a consultant's clients
- 5) the consultant's professional contacts and acquaintances
- 6) education and degrees
- 7) professional involvement and activities of the consultant
- 8) the consultant's writing on professional topics.

The questionnaire also addressed several adjunct subject areas. One of the more intriguing deals with how the respondents felt archives consultants are regarded by their non-consulting colleagues. Though the results are somewhat impressionistic, they are interesting. While the consultants responding generally felt that their non-consulting fellow professionals do not view them negatively, 13 percent of the responses indicated that consultants are convinced non-consulting archivists have negative reaction to the presence of consultants in the profession. Those who offered additional commentary on this in a space provided identified three factors as being responsible. They are 1) a conviction that consultants are not qualified to consult, 2) a sense that consultants in archives do not work in as professional manner as they should, and 3) a general opinion that consultants reduce rather than improve the opportunities for full-time positions. Responses on the positive side of how consultants felt their colleagues view them totalled 61 percent. The remainder were neutral or no answer

was given. Eleven percent offered the opinion that the number of consultants in the profession is growing too quickly; 59 percent said that while they agreed there probably had been substantial increases in the number of people doing consulting in the field, the growth rate was acceptable. Thirty percent declined to give answers.

When the survey was made, SAA had again begun the process of addressing itself to the issue of professional certification. Asking the respondents to provide their opinions relative to this subject, the questionnaire concluded with two questions concerning professional standards and certification. The consultants were asked: 1) Do you think there should be minimal standards for consultants in our profession? and 2) Do you think there should be minimal standards for archivists? To the first of these questions, 85% provided an answer; 89% answered the second. Nearly three-quarters, 71%, of the respondents said that in their opinions consultants should have to meet some minimal standards; 14% disagreed. For archivists, 80% felt there should be minimal standards and 9% said there should be no standards.

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What useful conclusions, if any, can be drawn from this unscientific survey? Certainly no large sweeping canvases can be painted based on the small, relatively indistinct and impressionistic sketches drawn in the foregoing paragraphs. True, the survey's results are more indicative than definitive, but there are some patterns of response that should challenge our thinking and a few conclusions that may point to areas worthy of further study. If nothing else, some of the answers should cause consulting archivists and users of consultants' services to re-examine their project procedures.

There are other fundamental points to be made, too. Perhaps they fit the category of professional challenges, ones that are especially important for us to meet, as archivists strive to make their work more viable in the increasingly complex society they serve.

Firstly, the profession is at a point where the matter of certification and minimal standards can no

longer be ignored. One of the groups most likely to be affected, the consultants themselves, by a large majority in this sampling, echo the growing conviction that imposition of standards is a responsibility our profession has dodged for too long. How else can one interpret a lack of action that now allows people with no more than one or two years of archival experience to consult in what we like to think of as a professional field? We have been irresponsible in this regard and it is time to change that.

Secondly, those of us in the profession who are users of consultants' services should look at how we and the consultants we hire are working. Why are users not demanding specifications and written plans? Why are consultants not providing them? While every professional has the right to approach a set of archival circumstances or needs differently, it does seem that good basic business dealings should prevail. Every profession develops ways of assisting its consumer publics, of helping them to be better consumers. If archivists in our profession wish to consult on a part- or full-time basis, perhaps we should be doing more to educate ourselves and our publics about what can and should be expected of a consultant.

Thirdly, at least 50 percent of the consulting work represented by the respondents to this survey was grant funded. Many of these grant dollars come from us as taxpayers. Are we prepared, as taxpayers and as professionals, to watch monies from the public's treasury be spent without some greater assurance that the consultants hired for archival project work will be qualified and, moreover, will carry out the job in a professional manner? We should pick up the mantle of responsibility for our relationship as a profession to the broader society.

Fourthly, professional involvement, activity, and writing received the lowest rating among the factors questionnaire respondents felt were worthy of consideration in choosing a consultant. What does this say about our own self-esteem and how we go about educating ourselves within the profession? What does this indicate about how we value our professional societies and our interaction with our colleagues?

David Gracy, immediate past president of the Society of American Archivists, has bid us look at the future and at society at large so as to learn how to mold better our own future and improve our own society as professionals. Unless we, as salaried or consulting archivists, focus more attention on our relationship to the publics we serve and accept some of the responsibilities of maturity, our past, a professional adolescence, if you will, will remain as prologue to little more than an unfulfilled adulthood.

Consultants can be part of our professional maturation. We should be demanding the most they have to give, insisting that they represent the

world of archival experience at its best, requiring that they act as a solid resource for the profession and the society of which we, and the organizations for which we work, are a part.

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*Linda Edgerly has been a consulting archivist for six years. Among the organizations and corporations with which she has worked are Bill Blass Ltd., PaineWebber, The Commonwealth Fund, Chase Manhattan Bank, Weyerhaeuser Company, the 92nd Street "Y", and the New York Zoological Society. The author has a card and travels.*

## Archival Education in the Mid-Atlantic States

by Joan Gosnell

The Latin Phrase *caveat emptor* (let the buyer beware) is as true now as ever before. Although we don't think of ourselves as consumers in the educational marketplace, we are influencing and being influenced by archival education today and tomorrow.

Archivists are now being trained in some very good ways and some very bad ways. It is up to us, as consumers and as those who have consumed, to closely examine the many types of education available in the marketplace. If we ignore this, we are resigned to reacting to changes - instead of acting and making changes.

Following is a list, starting with the Society of American Archivists' Education Directory, of archival education programs in post-appointment training, at colleges and universities, and including workshops and institutes in the mid-Atlantic region. Inclusion in this list is not an endorsement by either MARAC or SAA.

Graduate archival program guidelines include at least three components: theory, laboratory practice, and an opportunity for independent study. In addition, the accredited college or university should have an appropriate program director and sufficient institutional resources.

Colleges and universities that offer only an internship program with no formal classroom work are not included in this list. Although the American Historical Association's Guide to Departments of History lists schools offering work in many specialized subject areas (including archives), some of these schools' "archival programs" include an internship but no formal course work. Inclusion in the AHA Guide does not guarantee that an archival program would give the necessary background in archival theory.

Post-appointment training, workshops and institutes are also included in the SAA Directory. They do not provide comprehensive training, but they often provide a good introduction to archives for part-time archivists.

If you know of a program in the MARAC region that is not included in this list, please contact SAA's Committee on Education and Professional Development and MARAC's Education Committee.

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### DISTRICT OF COLUMBIA

#### Catholic University of America

Multi-course program offering M.A., M.L.S., Ph.D., and practicum.  
Contact Dr. Elizabeth Stone, School of Library and Information Science, Catholic University of America, Washington, DC 20560.

#### National Archives

Modern Archives Institute: Introduction to Modern Archives Administration offered in the Winter and Summer.  
Contact Linda Henry, Director, (NAX), National Archives, Washington, DC 20408.

#### Smithsonian Institution

Workshop in Museum Archives offered in the Spring.  
Contact Mary Lynn Perry, Office of Museum Programs, Smithsonian Institution, Washington, DC 20560.

### MARYLAND

#### University of Maryland

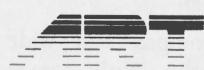
Multi-course program offering M.A., M.L.S., and practicum.  
Contact Frederick J. Stielow, College of Library and Information Science, University of Maryland, College Park, MD 20742.

### NEW JERSEY

#### Rutgers University

Single course offering.  
Contact Ruth Simmons, Special Collections and Archives, Alexander Library, Rutgers University, New Brunswick, NJ 08903.

# SELECTING AN ARCHIVIST



Archivists Round Table of METROPOLITAN NEW YORK



mid-atlantic regional  
archives conference

Multi-course program offering M.A. and practicum.  
Contact Ivan D. Steen, Director, Public History  
Program, Department of History, SUNY-Albany, 1400  
Washington Avenue, Albany, NY 12222.

## PENNSYLVANIA

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### The Moravian Archives

Workshop in German Script.  
Contact Vernon H. Nelson, Archivist, The Moravian  
Archives, 41 West Locust Street, Bethlehem, PA 18018

### Temple University

Multi-course program offering M.A., M.L.S., and  
practicum.  
Contact Fredric Miller, Department of History,  
Gladfelter Hall, Temple University, Philadelphia, PA  
19122.

### University of Pittsburgh

Single course offering and practicum.  
Contact Frank Zabrosky, Curator, Archives of Industrial  
Society, 363 Hillman Library, University of  
Pittsburgh Libraries, Pittsburgh, PA 15260.

## VIRGINIA

### Mary Washington College

Single course offering.  
Contact Dr. Louis Manarin, Virginia State Library,  
12th and Capitol Streets, Richmond, VA 23219.

### Old Dominion University

Single course offering.  
Contact Dr. James R. Sweeney, Department of History,  
Old Dominion University, Norfolk, VA 23508.

### Virginia Commonwealth University

Single course offering.  
Contact Dr. Louis Manarin, Virginia State Library,  
12th and Capitol Streets, Richmond, VA 23219.

*Joan Gosnell is currently the Historical  
Specialist for JCPenney Company. She did her  
graduate work at the College of William and Mary  
Mary, a university that has an archival program  
with no formal classroom training.*

## SELECTING AN ARCHIVIST

Perhaps your organization is developing an archives department or program for the first time. You may be seeking to expand or upgrade an existing program or to fill a current staff position. A good, experienced, carefully chosen archivist, with your support, can transform a mass of unfathomable and deteriorating files into an organized, accessible and well-preserved archive.

A strong archives program can improve administrative efficiency, strengthen an organization's knowledge of itself, enhance public image and, if it is within your organization's objectives, contribute to scholarship and public education. Your organization and its records will be best served if you take the time to find the most qualified archivist to work with you toward these goals.

**Archives are records that are of lasting historical, legal, administrative and fiscal value.**

### What is an archivist?

An archivist is a professional who is responsible for the management of important records. Five basic activities define an archivist's function. Archivists:

**Appraise.** They determine which records are permanently valuable and should be retained. Often they work closely with key administrators and records managers in making these decisions;

**Acquire.** After deciding which material should be kept, they add it to the organization's archives;

**Arrange and describe.** Following established archival principles, archivists refine the order of the files and then prepare finding aids which enable users to locate material;

**Preserve.** Preservation encompasses a wide range of activities, including the simple storage of materials in safe areas with controlled climates, the transfer of files to acid-free folders and boxes, special handling of individual pages, and consultation with professional conservators on preservation treatments;

**Provide access and reference service.** Whether the archives are open to the public, to a limited category of researchers or scholars, or only to the staff of the organization, the archivist makes the holdings of the archives available to the individuals who need to use them.

Professional archivists combine the talents and abilities of information specialists, librarians, editors, records managers, conservators, researchers and historians. The archivist you hire should have specific experience related to your institution's concerns.

### What to look for

At present there is no single prescribed course of study or certification program for archivists. Most, though by no means all, archivists now working combine a masters degree with work experience and professional involvement. The complexity and requirements of the job will determine the level of experience, education and professional activity necessary in the candidates you seek. You should consider:

**Experience.** Has the candidate worked in an archival setting? Was she or he supervised by an archivist with a number of years of work in the field? Is the candidate experienced in and conversant with the full range of archival activities, as described in the beginning of this brochure, or at least those activities most closely related to the position you seek to fill? Has he or she had experience in planning, managing a budget and supervising support staff?

**Education.** Archivists often have masters degrees in history, library science, or another subject. Archival courses and programs are few and widely varied, but enhance the candidate's professional training. If the candidate has taken archival courses, you should attempt to learn more about them: did they include an internship, practicum, or other type of field work? Were the courses taught by people with archival expertise?

**Professional involvement.** An archivist's professional involvement can be manifested in many ways, and in many combinations of activities. Among these are:

**Active membership** in one or more archival organizations. This is the profession's basic tool for continuing education;

**Attendance** at recent conferences, workshops or seminars;

**Publications and presentations** on archival topics;

**Awareness** of current archival literature and recent developments in the field.

### Where to look for an archivist

To recruit the best candidates, you should establish a reasonable timetable and advertise the position to the widest possible audience of archivists both in your own region and nationally.

On a regional level, there are organizations which serve metropolitan locations, individual states, and multi-state areas. There are now over forty such regional archival organizations in the United States. Most provide some sort of employment information, such as announcements in newsletters or postings at monthly meetings. The largest regional organizations are listed at the end of this brochure. A complete list of these organizations and their officers is available from the Society of American Archivists.

On a national level, the Society of American Archivists provides several placement-related services. Among these are (1) advertisements in the *Newsletter* and *Employment Bulletin* which are published in alternating months, (2) a roster of candidates' resumes available from the SAA office, and (3) an opportunity to interview candidates at the SAA annual meetings each fall.

You may also wish to contact universities in your area whose library schools, history or other departments offer programs or courses in archives. A list of graduate schools offering archives courses, from a single course to a full program, is also available from the Society of American Archivists.

## Consultants

You may wish to bring in an experienced consultant to assess your collection and help draw up a management plan, particularly if you are just starting an archive. Depending on the size and complexity of the collection, the consultant's services may be required for a few days to several months. The consultant should embody a high level of all the qualifications listed under "What to look for" and should be able to demonstrate extensive experience in working with organizations or collections similar to yours. Request the names of some previous clients and examples of reports prepared for them. Contact the regional archival organizations in your area for help in locating a consultant.

## In summary

Selecting an archivist is a serious step. Learning more about archival principles and practices will help you to make an informed choice of candidates. Ask questions about an applicant's experience, training and professional activity, and check references and recommendations. You are making an important decision.

## Suggested Readings

*Guidelines for Archives and Manuscript Repositories.*  
MARAC Occasional Publication #2. Mid-Atlantic Regional Archives Conference, 1983. 19p.

*Evaluation of Archival Institutions: Services, Principles, and a Guide to Self-Study.* Society of American Archivists, 1982. SAA Publication #1031, 48p.

*Basic Manual Series I.* Society of American Archivists, 1977. SAA Publication #3006, 5 vol.

*A Code of Ethics for Archivists.* Society of American Archivists, 1980. SAA Publication #1009, 1p.

*Problems in Archives Kits (PAKs),* Society of American Archivists: "Starting an Archives," 1980, SAA Publication #4003; "Position Description PAKs," 1985, SAA Publication #s 4013 – 4016.

*SAA Bookcase.* A descriptive catalog of all publications available from the Society of American Archivists, appearing periodically in the SAA Newsletter and available from the Society of American Archivists.

## Archival Organizations

Society of American Archivists  
600 South Federal, Suite 504  
Chicago, IL 60605

Archivists Round Table of Metropolitan New York  
c/o Pace University Archives  
Pace Plaza – Room T1519  
New York, NY 10038

Mid-Atlantic Regional Archives Conference  
Publications Secretary  
Friars of the Atonement Archives  
Graymoor  
Garrison, NY 10524

Below is a selected list of regional archival organizations. Current addresses for them may be obtained from the Society of American Archivists, along with a complete list of regional organizations:

Association of Canadian Archivists  
Conference of Intermountain Archivists  
Midwest Archives Conference  
National Association of Government Archives and Records  
Administrators  
New England Archivists  
Northwest Archivists  
Society of California Archivists  
Society of Georgia Archivists  
Society of Southwest Archivists  
South Atlantic Archives and Records Conference

# SELECTING AN ARCHIVIST



Archivists Round Table of METROPOLITAN NEW YORK



mid-atlantic regional  
archives conference

## Archival Education in the Mid-Atlantic States

by Joan Gosnell

The Latin Phrase *caveat emptor* (let the buyer beware) is as true now as ever before. Although we don't think of ourselves as consumers in the educational marketplace, we are influencing and being influenced by archival education today and tomorrow.

Archivists are now being trained in some very good ways and some very bad ways. It is up to us, as consumers and as those who have consumed, to closely examine the many types of education available in the marketplace. If we ignore this, we are resigned to reacting to changes - instead of acting and making changes.

Following is a list, starting with the Society of American Archivists' Education Directory, of archival education programs in post-appointment training, at colleges and universities, and including workshops and institutes in the mid-Atlantic region. Inclusion in this list is not an endorsement by either MARAC or SAA.

Graduate archival program guidelines include at least three components: theory, laboratory practice, and an opportunity for independent study. In addition, the accredited college or university should have an appropriate program director and sufficient institutional resources.

Colleges and universities that offer only an internship program with no formal classroom work are not included in this list. Although the American Historical Association's Guide to Departments of History lists schools offering work in many specialized subject areas (including archives), some of these schools' "archival programs" include an internship but no formal course work. Inclusion in the AHA Guide does not guarantee that an archival program would give the necessary background in archival theory.

Post-appointment training, workshops and institutes are also included in the SAA Directory. They do not provide comprehensive training, but they often provide a good introduction to archives for part-time archivists.

If you know of a program in the MARAC region that is not included in this list, please contact SAA's Committee on Education and Professional Development and MARAC's Education Committee.

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### DISTRICT OF COLUMBIA

#### Catholic University of America

Multi-course program offering M.A., M.L.S., Ph.D., and practicum.  
Contact Dr. Elizabeth Stone, School of Library and Information Science, Catholic University of America, Washington, DC 20560.

#### National Archives

Modern Archives Institute: Introduction to Modern Archives Administration offered in the Winter and Summer.  
Contact Linda Henry, Director, (NAX), National Archives, Washington, DC 20408.

#### Smithsonian Institution

Workshop in Museum Archives offered in the Spring.  
Contact Mary Lynn Perry, Office of Museum Programs, Smithsonian Institution, Washington, DC 20560.

### MARYLAND

#### University of Maryland

Multi-course program offering M.A., M.L.S., and practicum.  
Contact Frederick J. Stielow, College of Library and Information Science, University of Maryland, College Park, MD 20742.

### NEW JERSEY

#### Rutgers University

Single course offering.  
Contact Ruth Simmons, Special Collections and Archives, Alexander Library, Rutgers University, New Brunswick, NJ 08903.

#### Seton Hall University

Single course offering.  
Contact Prof. Larry Greene, Chairman, Department of History, Seton Hall University, South Orange, NJ 07079.

#### NEW YORK

##### Columbia University

Multi-course program offering M.L.S., other degrees, and practicum.  
Contact Richard L. Darling, Dean, School of Library Science, 516 Butler Library, Columbia University, New York, NY 10027.

##### St. John's University

Single course offering (at this time), M.L.S.  
Contact Dr. Mildred Lowe, Director of Library and Information Science, St. John's University, Grand Central and Utopia Parkways, Jamaica, NY 11439.

##### New York University

Multi-course program offering M.A., Ph.D., other degrees, and practicum.  
Contact Michael A. Lutzker, Director, Program in Archival Management and Historical Editing, Department of History, New York University, 19 University Place, New York, NY 10003.

##### Queens College

Multi-course program offering M.A., M.L.S., with no practicum.  
Contact Dr. Richard J. Hyman, Director, Queens College School of Library Science and Information Studies, Flushing, NY 11367.

##### State University of New York - Albany

Multi-course program offering M.L.S. and practicum.  
Contact Lucille Whalen, Professor, School of Library and Information Science, SUNY-Albany, 135 Western Avenue, Drawer 141B, Albany, NY 12222.

Multi-course program offering M.A. and practicum.  
Contact Ivan D. Steen, Director, Public History Program, Department of History, SUNY-Albany, 1400 Washington Avenue, Albany, NY 12222.

#### PENNSYLVANIA

##### The Moravian Archives

Workshop in German Script.  
Contact Vernon H. Nelson, Archivist, The Moravian Archives, 41 West Locust Street, Bethlehem, PA 18018

##### Temple University

Multi-course program offering M.A., M.L.S., and practicum.  
Contact Fredric Miller, Department of History, Gladfelter Hall, Temple University, Philadelphia, PA 19122.

##### University of Pittsburgh

Single course offering and practicum.  
Contact Frank Zabrosky, Curator, Archives of Industrial Society, 363 Hillman Library, University of Pittsburgh Libraries, Pittsburgh, PA 15260.

#### VIRGINIA

##### Mary Washington College

Single course offering.  
Contact Dr. Louis Manarin, Virginia State Library, 12th and Capitol Streets, Richmond, VA 23219.

##### Old Dominion University

Single course offering.  
Contact Dr. James R. Sweeney, Department of History, Old Dominion University, Norfolk, VA 23508.

##### Virginia Commonwealth University

Single course offering.  
Contact Dr. Louis Manarin, Virginia State Library, 12th and Capitol Streets, Richmond, VA 23219.

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*Joan Gosnell is currently the Historical Specialist for JCPenney Company. She did her graduate work at the College of William and Mary Mary, a university that has an archival program with no formal classroom training.*

#### THOUSANDS OF MISSING EDISON ITEMS RECOVERED

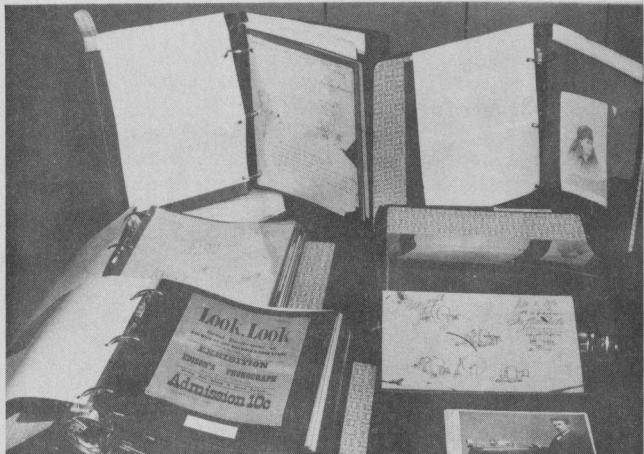
The Edison National Historic Site in West Orange, NJ, has recovered approximately five thousand archival items and over fifty artifacts believed stolen from its collections in the mid-1970's. Officials at the museum, which is part of the National Park Service, were contacted last April by a concerned Maryland collector, H. Bartholomew Cox. A founding life member of the Friends of the Edison Site, Cox had been offered a rare sketch of the phonograph drawn and signed by Thomas A. Edison and his associates in 1878. When informed that archives staff members suspected the sketch had been stolen, North Carolina dealer B.C. West, who had offered it for sale, approved its transfer via Cox to the Site. Staff members there were able to document ownership of the sketch and of the next item -- a letter from Mexican President Porfirio Diaz to Edison -- offered to West by the original seller, Phillip B. Peterson of Redwood City, California.

Park Service officials then began coordination with the FBI to recover the material. On June 10, 1985, three members of the Edison curatorial staff -- Archivist Mary B. Bowling, Supervisory Museum Curator Edward J. Pershey and Historian Thomas E. Jeffrey -- flew to California with Newark FBI agent Gerald F. Richards. There they joined B.C. West and agent Mark Gass from North Carolina. That evening, Gass posed as a prospective buyer, accompanying West, whom Petersen had invited to view his collection. Gass and West reported being shown thousands of items in several hundred ring binders. Their observations led a San Francisco Federal judge to issue a search warrant, which was served on June 12. The museum officials and eight FBI agents searched Petersen's house and grounds, discovering a huge collection of documents, recordings, artifacts and phonograph memorabilia. Among the items recovered were a rare Edison electric pen (a precursor of the mimeograph) of which only three are known to exist; numerous sketches of phonograph and telegraph apparatus from the 1870s, all signed by Edison; hundred of letters from Edison and letters to him from such individuals as Franklin Delano Roosevelt and Helen Keller; and tintypes and albumen prints of Edison family photographs. Many of the items still bore museum catalog numbers.

Petersen, a phonograph history enthusiast, was fired as director of the language lab and instructor of Spanish and Portuguese at Stanford University after he pleaded nolo contendere in 1977 to charges of embezzling more than \$62,000 from the University. He served a year in Santa Clara County Prison on that charge. Prior to that time, he had made several research visits to the Edison Archives, the last in March, 1976. Within weeks after his last visit, museum officials became aware of items missing from the collection. Petersen was a suspect and was questioned by the FBI at the time, but until he began to sell important documents, insufficient evidence existed to obtain a search warrant.

On July 18, Petersen was indicted by a Federal grand jury in Newark on charges of concealment of stolen property, the statute of limitations on theft having expired. At his August 20 arraignment, he entered a plea of not guilty. A trial date of October 16 has been set. In the meantime, the work of inventorying the evidence continues at the Edison Archives.

Mary B. Bowling, Archivist  
Edison National Historic Site



Some of the approximately 5,000 documents and photographs seized at Petersen's home. At right center is the phonograph sketch of January 8, 1878, whose attempted sale led to the recovery of the material. Also shown are a rare Matthew Brady print of Edison with the first phonograph, a telegraph apparatus sketch (upper left) in which Petersen punched holes to fit into a ring binder, and a previously unknown cabinet photograph of Edison's first wife, Mary Stilwell.



National Park Service and FBI officials with documents and artifacts recovered from the home of Phillip Petersen. From left to right: FBI agent Gerald F. Richards, Mary B. Bowling (Archivist, Edison NHS), Dr. Edward J. Pershey (Supervisory Museum Curator, Edison NHS), Dr. Thomas E. Jeffrey (Historian, Edison NHS) and FBI agent Paul Conley.

## PRINCETON PROGRAM, SPRING 1986

The same concerns which engendered the SAA Task Forces on Goals and Priorities and Archives and Society have brought increased attention to the archival profession by its members. "Diversity and Unity: The Archival Profession", the theme of MARAC's Spring 1986 meeting in Princeton, NJ, will afford us the opportunity for an inward look at the profession of archivist. Many of the sessions will focus on the diversity of our careers, from our background to our responsibilities and the settings in which we work.

William Joyce of New York Public Library (soon to be Associate University Librarian for Rare Books and Special Collections at Princeton) will deliver the plenary address, on the relations of archivists to their colleagues in allied fields. The Program Committee is planning workshops on exhibits, oral history, and technical interchange of incompatible computer data. In addition, twenty panel sessions will be given, covering such topics as politicking for archivists, documentary editing, archivists in universities, nursing, performing arts and other organizations, research in archival management, the education of archivists, grant administration and more.

Members of the Program Committee for Spring 1986 are Mary B. Bowling (Chair), Shawn Aubitz, Mary Hedge, Jean Hrichus, Maxine Lurie, Jean Preston, Paula Williams, Tom Wilsted and Peter Wosh.

## PRINCETON LOCAL ARRANGEMENTS

The Mid-Atlantic Regional Archives Conference will hold its Spring 1986 meeting in Princeton, New Jersey, May 15-17. MARAC local arrangements co-chairs Dick Waldron and Karl Niederer have announced the conference site: the Ramada Inn, northeast of Princeton. Conference workshops and sessions will be held at the hotel, with numerous tours and special events scheduled at institutions in the state capital, Trenton; the university and research centers in Princeton; and at Rutgers University in New Brunswick.

For further information, contact Karl J. Niederer, MARAC Local Arrangements Committee, c/o New Jersey State Archives, 185 West State Street, CN307, Trenton, NJ 08625; telephone (609) 292-6260.

## STATE AND LOCAL NEWS

## DELAWARE

The Hagley Museum and Library has been selected for membership in the Independent Research Libraries Association (IRLA), a consortium of the nation's most prestigious independent scholarly libraries. Founded in 1972, IRLA consists of self-governing institutions whose collections are of national rather than local or regional importance.

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## MARYLAND

The Maryland State Archives will soon complete its first year as an independent agency under the Office of the Governor, rather than a division of the Department of General Services. The law creating the independent agency reaffirmed the state's dedication to the care and preservation of historical records, granting the State Archives jurisdiction over all public records and materials that relate to the history of Maryland. Public officials of the state or of a county, city, or town in the state must offer to the Archives any public record that is no longer needed for office use. Records may be destroyed only with the written permission of the State Archivist.

\* \* \*

The State Archives is preparing for the move into the new Hall of Records Building now under construction. Cost of the new structure is \$6.1 million with completion scheduled for 1986.

\* \* \*

The University of Maryland - Baltimore County and the American Society for Microbiology (ASM) have established a Center for the History of Microbiology. The Center will be a part of the ASM Archives, located in the Albin O. Kuhn Library and Gallery at the University.

The primary purpose of the Center is to preserve historical materials relating to microbiology. In addition, the ASM hopes to promote through the Center the study of microbiological history by making historical materials easily accessible to qualified users, fostering an increased awareness of the impact of microbiology upon society, and

developing educational materials related to the history of microbiology.

Donald E. Shay will serve as the Director of the Center. In addition, the ASM and the University will appoint advisory groups composed of distinguished microbiologists, industrialists, and scientific historians to provide advice on the Center's goals and programs.

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#### NEW JERSEY

A report identifying the preservation needs of New Jersey's libraries and recommending a statewide plan to address those needs has been prepared by Howard P. Lowell, Director of Oklahoma Resources at the Oklahoma State Library. Copies of this report are available from Donna Dziedzic, Assistant State Librarian, New Jersey State Library, 185 West State Street, Trenton, NJ 08625-0520.

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Middlesex County is pursuing the possibility of constructing its own records center and archives at a site outside New Brunswick, the county seat. The facility is being considered as part of the construction of additional county administrative office space. The state Division of Archives and Records Management (DARM) has been providing guidance regarding initial planning.

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#### NEW YORK

The Fiorello H. LaGuardia Archives of LaGuardia Community College, The City University of New York, has received an NEH grant for the arrangement and creation of a computerized index to the 3,500-image collection of photographs of the life and times of former New York City Mayor Fiorello H. LaGuardia.

\* \* \* \*

The Albany County Hall of Records has entered into a loan agreement with the Albany Local Development Corporation for the purchase of equipment and supplies necessary to microfilm the City of Albany's maps and architectural drawings. For further information, please contact Connie Frisbee Houde, Albany County Hall of Records, 27 Western Avenue, Albany, NY 12203.

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The New York City Department of Records and Information Services (DORIS) has consigned its set of John James Audubon's *The Birds of America* for sale at Sotheby's New York Galleries on October 18-19, 1985. The engravings are expected to fetch over \$1.2 million at auction. The proceeds of the sale will be administered by DORIS to benefit the Municipal Archives Reference and Research Fund.

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#### VIRGINIA

The University of Virginia Medical Center is sponsoring a History of the Health Sciences Lecture Series. Topics include the history of the development of pediatric health care in the US, the mineral water trade in 18th century France, and Civil War nursing. There will be six lectures to be held September 24, 1985 - April 8, 1986. For a complete schedule and further information, please contact Joan Echtenkamp, Historical Collections Librarian, Claude Moore Health Sciences Library, Box 234, University of Virginia Medical Center, Charlottesville, VA 22908; telephone (804) 924-0052.

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The State Department recently denied a Freedom of Information Act fee waiver request from a graduate student at the University of Virginia. Department of Justice guidelines require that requests meet certain criteria before agencies may waive the fees; among them is the ability of the requester to disseminate the material in question. The Information and Privacy Coordinator argued the "mere availability of theses in a university library or on microfilm does not ... represent adequate means for fulfilling this criterion." The Senate report of the legislation that enacted the fee waiver provision in 1974 stated that documents should be "furnished with charge or at a reduced charge where the public interest is best served." Historians and the National Coordinating Committee for the Promotion of History are devising a strategy to argue that dissertation research does benefit the public.

#### RARE BOOKS AND MANUSCRIPTS

#### BOUGHT AND SOLD

- Catalogues issued
- Appraisals
- Collection development
- Sales on commission

#### JOSEPH J. FELCONE INC. *Rare Books*

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609-924-0539

MARAC STEERING COMMITTEE  
PHILADELPHIA, PA  
19 JULY 1985

Robert Morris called the meeting to order; the following members of the Steering Committee were absent: Elaine Engst, Roy Tryon, and Mary Wolfskill.

New York State Representative: Mary Boccaccio resigned as New York State Representative after accepting a position outside the MARAC region. Greg Hunter has been designated to complete her term.

Secretary's Report: Bro. Denis Sennett reported the membership at 837 as of July 1985. [This has increased to 947 as of August 1985.]

Treasurer's Report: Bob Sink gave the financial report and also a revised projected budget for the coming fiscal year. The Finance Committee will devise an auditing system. The Steering Committee authorized payment of \$150 for National Coordinating Committee dues.

Nominating Committee: A committee is being formed and will meet in Harrisburg and issue a report at that time.

Publications Committee: Leslie Kopp reported on the Archives and Society project and distributed copies of "Selecting an Archivist", a brochure which could be used by institutions as a guideline. Leslie will consult with Greg Hunter regarding the publication and distribution of the brochure. The Steering Committee approved a special issue of the newsletter on related archives topics to be published in the fall.

Publications Secretary: Bro. Denis Sennett proposed the creation of a central office of distribution with a publications secretary to handle the coordination, printing, distribution, and resale of MARAC publications. The duties are as follows:

1. The publications secretary will be appointed by the Steering Committee and will be an ex officio member of the Publications Committee.

2. All materials published and advertised for distribution will be physically kept at the repository of the publications secretary and inventoried twice a year.

3. Anyone publishing material for MARAC will forward all extra copies and back issues to the central office for future distribution.

4. The publications secretary will record all monies and deposit them together with sales reports with the treasurer of MARAC.

5. The editor of the mid-atlantic archivist will send all extra copies and back issues to the central office.

6. The newsletter and all other publications will include the address of this central office.

Bro. Denis Sennett, Archivist of the Friars of the Atonement Archives, Graymoor, Garrison, NY 10524 (914) 424-3671 was appointed as publications secretary.

Harrisburg Meeting: Martha Slotten reported that all conference registration materials have been mailed to the membership.

Princeton Meeting: To be held at the Ramada Inn, May 15-17, 1986. The program's theme will be "Diversity and Unity: The Archival Profession".

Charlottesville Meeting: To be held Fall 1986. The program's theme will be "Documenting Black History".

Baltimore Meeting: To be held Spring 1987.

Membership and Directory: Bro. Denis Sennett distributed membership forms. After discussion, several changes were made. Denis Sennett and Greg Hunter will coordinate the printing of the Directory which will be published after the fall membership drive.

Vice Chairperson: Robert Morris proposed the new office of Vice Chairperson to coordinate the programs and local arrangements of MARAC's meetings. Martha Slotten was asked to set up the machinery to implement this proposal.

Committees and State Caucuses: Much discussion took place concerning the updating of membership lists on the various committees, and the charge to the committees and caucuses. Another issue discussed was that of making the state caucuses more effective.

New Members: Robert Morris asked the members of the Steering Committee to attend the session for new members at the Harrisburg meeting.

Related Professional Meetings: Ways in which news of related professional meetings could be communicated to the membership were discussed. This information should be forwarded to the newsletter staff by the state representatives of the Steering Committee.

Next Meeting: The fall Steering Committee meeting will be held October 3, 1985 at 3 pm in Harrisburg, PA.

Respectfully submitted,  
Bro. Denis Sennett, Secretary

NEWS NOTES

NATIONAL SURVEY OF CONGRESSIONAL PAPERS

The US House of Representatives' Office for the Bicentennial is conducting a nationwide search for manuscript collections of its former members. Results will be entered into a database and published in 1987. For further information on how to report collections, please contact Cynthia Pease Miller, Office for the Bicentennial, US House of Representatives, 138 Cannon House Office Building, Washington, DC 20515; telephone (202) 225-1153.

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PHOTOGRAPHIC CONSERVATION CONFERENCE

The Baltimore Area Conservation Group will hold its next conference, "Photographic Conservation: An Overview" on Saturday, November 23, 1985 at the Baltimore Museum of Art. The registration fee is \$10. For further information, please contact Deborah Woolverton, Medical and Chirurgical Library, 1211 Cathedral Street, Baltimore, MD 21201; telephone (301) 539-0872.

\* \* \*

EMPLOYMENT TRENDS AND SALARY SURVEY

The Wages of History: The AASLH Employment Trends and Salary Survey written by Charles Phillips and Patricia Hogan provides the first comprehensive description of the state and local history profession. The book gives a clear picture of the kinds of institutions likely to hire professional historians, the range of salaries they can expect, the experience and education required to compete in the job market and the economic trends affecting the work they do. The Wages of History's sometimes disturbing conclusions make it a thought-provoking look at employment in America's cultural organizations. Cost of the book is \$10. It can be ordered from the American Association for State and Local History, 708 Berry Road, Nashville, TN 37204.

\* \* \*

AMERICAN WOMEN ARTISTS

Katherine M. Kovacs is seeking repositories which hold personal papers of American women artists, 17th century to the present. If your repository has such materials, please contact her at 10703 Schindel Court, Great Falls, VA 22066.

\* \* \*

WANTED!

Information about the location of letters and papers of Lew Wallace (1827-1905) and Susan Elston Wallace (1830-1907), being collected for publication by the Indiana Historical Society. Also, any type of material relating to horse thief detective associations or similar semi-vigilante groups are sought. Please contact Donald E. Thompson, Wabash College, Crawfordsville, IN 47933.

\* \* \*

PEOPLE

EDWARD GALVIN, formerly archivist for the Mitre Corporation in Bedford, MA, has been named director of the Local Records Program of the New York State Archives. He is the immediate past president of the New England Archivists.

\* \* \*

MARGARET HEDSTROM, formerly of the State Historical Society of Wisconsin, will direct the Special Media Records Project at the New York State Archives. She is the author of the Society of American Archivists' new manual, Archives and Manuscripts: Machine-Readable Records.

\* \* \*

GARY L. MORGAN, formerly at the Wyoming State Archives has joined the Records Appraisal and Disposition Division of the National Archives.

\* \* \*

MARY ELIZABETH RUWELL is the new Archivist at the Pioneer Museum, Colorado Springs. Previously, she held several positions in our region and served as MARAC Chairperson.

\* \* \*

The National Archives recently established a new Legislative Archives Division to accession, preserve, and provide reference to the records of Congress. R. MICHAEL McREYNOLDS is the Director of the Division. DAVID R. KEPLEY is the Chief of the Legislative Reference Branch. CHARLES E. SOUTH is the Chief of the Legislative Projects Branch.

\* \* \*

EDWARD C. PAPENFUSE, Maryland State Archivist and Commissioner of Land Patents received the National Governors' Association Distinguished Service Award at its annual meeting.

## EMPLOYMENT OPPORTUNITIES

SYSTEMS CONTROL AND ACCESS BRANCH MANAGER, Kentucky Public Records Division. This position provides overall management for the Systems Control and Access Branch within the Division and oversees the operation of five sections: 1) Kentucky Guide Project, 2) an NEH grant project designed to increase the visibility and use of archival and manuscript holdings statewide, 3) the state publications data base, 4) the State Archives Research Room, and 5) the Arrangement and Description Team. The position requires a B.A. degree supplemented by 4 years of professional experience in records management, micrographics, document preservation, and/or archival experience in appraisal, accessioning, description, and/or arrangement. The salary range is \$22,272-\$35,688. Interested individuals should contact Lewis Bellardo, Public Records Division Director, Department of Libraries and Archives, 300 Coffee Tree Road, Frankfort, KY. Telephone (502) 875-7000.

\* \* \* \*

ARCHIVIST. Experienced person for fund raising information center used primarily as a reference resource by staff. Some contact with member institutions. Handle reference requests; perform other activities relating to the operations, including some writing and editing in the archives of a non-profit organization. Qualifications: 2-5 years experience in library work with emphasis in archival management, graduate courses in Black or social history desirable, some travel necessary. Send resume to: G. Roland Wilson, Director of Personnel, United Negro College Fund, 500 East 62nd Street, New York, NY 10021.

\* \* \* \*

ARCHIVIST, Memorial Sloan-Kettering Cancer Center. Seeking archivist with at least two years experience to manage archives. The archives are in two locations: The Rockefeller Archives Center in North Tarrytown, NY and the MSKCC Medical Library in New York City. Send resume, salary history, and references to: Mrs. F. Stanley, Personnel Department, Memorial Sloan-Kettering Cancer Center, 1275 York Avenue, New York, NY 10021. EOE; M/F/H.

\* \* \* \*

ASSISTANT ARCHIVIST, Fiorello H. LaGuardia Archives. This position has two major entities: a) Oversee the processing and organization of materials included in the cooperative LaGuardia Papers Project. This cooperative effort between LaGuardia Archives, The Municipal Archives, and The New York Public Library requires processing, inventory entry, and review of the computerized folder-level descriptions. This phase of the work will lead to a comprehensive microfilm project. Work on this project takes place in all three locations. b) General archival management of the LaGuardia Papers Collection held by the LaGuardia Archives. This phase of the job requires archival processing, development of inventories and finding aids, handling of research requests, assistance in exhibit production, supervision of the photo and audio-visual collections.

Salary: \$15,000 per year; six month appointment with possibility of renewal. Requirements: An MA in History or an MLS, with training in archival management. Processing experience a must, supervisory experience a plus. People skills are important due to the multi-institutional scope of this position. Send resume and letter of interest to Richard K. Lieberman, Director, LaGuardia Archives, LaGuardia Community College, 31-10 Thomson Avenue, Long Island City, NY 11101.

\* \* \* \*

ARCHIVIST, University Museum, University of Pennsylvania. Responsible for administration of an established archival program at a major, academically oriented museum of anthropology/archaeology. Duties include planning and policy formulation, directing processing and referencing operations, and supervising staff and volunteers. Minimum qualifications include and M.A. in History, American Studies, or Anthropology/Archaeology, and 3-5 years previous archives experience. Salary range: \$19,175-\$24,575. Application deadline: December 1, 1985. Send resume and list of references to: Gloria Swift, University Museum, University of Pennsylvania, 33rd and Spruce Streets, Philadelphia, PA 19104. AA/EOE.

\* \* \* \*

## Report from the Task Force on

## Archives and the Cosmos

[This report follows the report of the Task Force on Archives and the Planet, replaces the report of the Task Force on Archives and the Solar System, and supercedes the report of the Task Force on Archives and the Universe.]

The Task Force on Archives and the Cosmos has noted the following trends in archivy over the past two years. Sightings - just slightly more frequent than those of Halley's Comet - have been reported from a number of published sources and unpublished friends.

### The Economic Scene

The economic news for archivists is, unfortunately, not good. Sales of archives have been down by some \$ 5,635,000 and the net worth of archivists has dropped to a mere \$ 6.50.

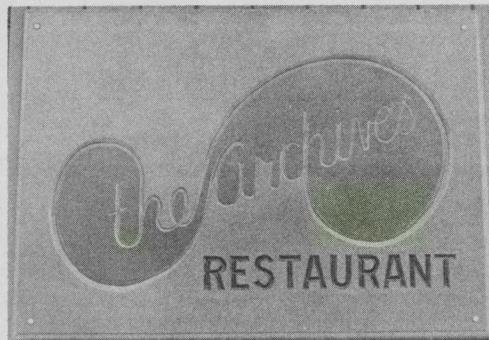
ARCHIVE CORP. (O)

Qtr to June 28 1989 1984  
 Sales \$ 10,181,000 15,816,000

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11 1/2	11 1/2	ApoloC			20 1/2	18 3/4	1 1/2		
14 1/4	14 1/4	AppleC			15 1/2	15 1/2	15 3/4	1 1/2	1/4
27 3/4	11 1/2	AppleB \$			20 1/2	24 3/4	25	1 1/2	- 3/4
19 1/4	10 1/4	AplicCm			11 1/2	15 1/4	15 3/4	1 1/2	- 3/4
36	20	AplicM			13 1/2	25 1/2	25	25 1/4	-
13 3/4	8	AplicM			11	9 1/2	9 1/2	9 1/2	-
		AplicM							
7 1/4	3 3/4	Archive			21	6 1/2	6 3/4	6 1/2	+ 1/4
52 1/4	16 1/2	ArizB			.80b	6 3/4	31	30 1/2	+ 3/4
9	6 1/2	ArizC				11	8 1/4	7 3/4	8 1/4
12 1/2	5 1/2	Ashlon				15 8/4	12 1/2	12 1/2	- 1/4
33 1/2	15 3/4	AsdBc \$				x 6	32 1/2	31 1/2	31 1/2
29 1/4	11 3/4	AsmC				30	28 1/2	27 3/4	27 3/4
1 1/4	10 1/2	AsmCp				36	27 1/2	27 1/2	27 1/2
	4 3/4	Ass'				11u	8 1/4	8 1/2	+
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## New Archival Services

Where can archivists dine? Why, of course, at the Archives Restaurant.



Located at 714 North Third Street in Harrisburg (right across from the Pennsylvania State Archives), the Archives Restaurant features an interior decor of trompe-l'oeil file cabinets, so that the dining archivist need never feel far from home.



But what to do should you spill some archival sauce on your shirt? Why, take it right away to the Archives Dry Cleaners in New York City for expert service. (They also provide boxing for winter storage ... a good idea for any archives).



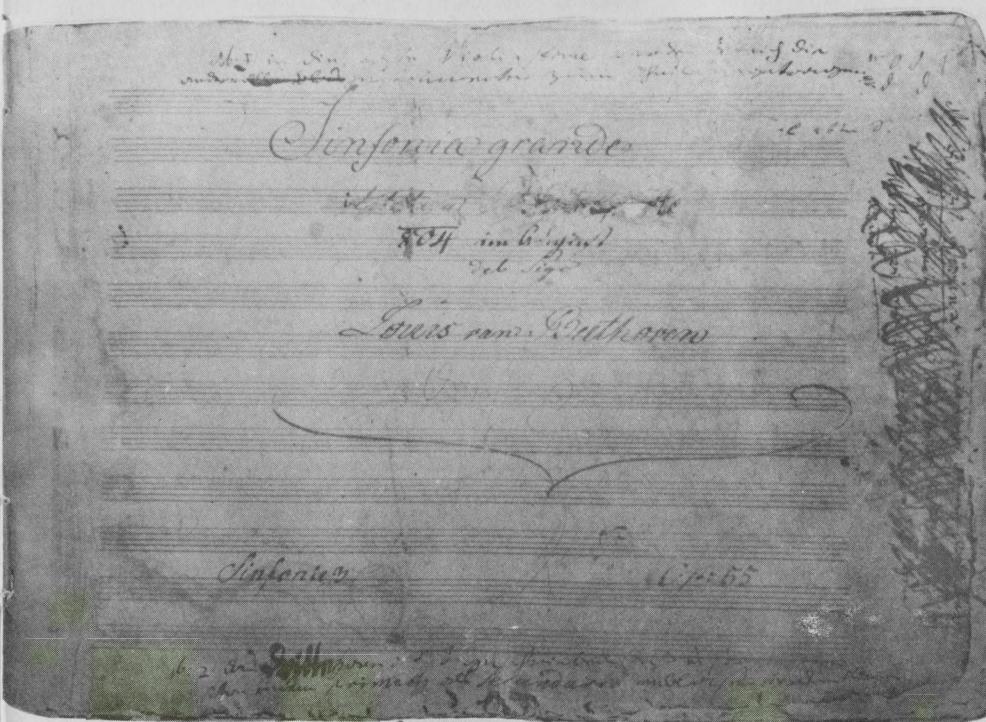
House cleaning? Archives cleaning? Looking to improve your acquisitions stats? Look no farther than the Archive Junk Shop in Philadelphia. Their motto: "From someone else's attic into your attic!"



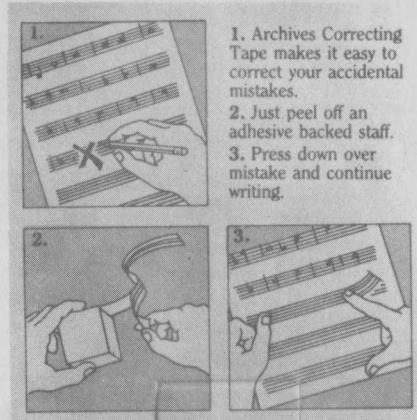
## New Products on the Horizon

The latest thing in preservation technology has been introduced: Archives Music Correcting Tape. The pressure-sensitive staves (pH 5) stick right over those nasty musical mistakes. They come 25 to the box and each stave says "Archives" right on the end of it. Simply amazing!

Just think how easily Beethoven could have corrected his "intitolata Bonaparte" on the title page of the Symphony No. 3 "Eroica" if only there had been Archives Music Correcting Tape in 1804!



[Gesellschaft der Musikfreunde, Vienna]



What Do Archivists Really Do? - What Does It Take To Become an Archivist?

A sampling of published material on archives and archivists (primarily computer magazines and the New York Post) explain the archival profession to our public:

But it wasn't easy for them; first they had to fly here, and then they had to go through the standard archival retrieval process." The standard process essentially involved asking a librarian to dig through the stacks of paper until the desired item was found.

PC MAGAZINE • JUNE 25, 1985

**A**ny scholar who has descended into the morass of a poorly maintained archive—rotting papers in boxes, mildewed photos in decaying albums, and other mementos of great intellects—has experienced horrors worse than any described by Edgar Allan Poe.

According to one computer software advertisement,

"Traditional archives often lose, misfile, or erroneously destroy records. Even when the records are found, it often takes days to retrieve them."

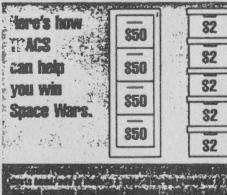


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high... additional expensive office space.

Better... will help you win the space war.

Traditional... often lose, misfile, or erroneously destroy records. Even when

State-of-the-art performance.

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## Conclusion

To close this report of the Task Force on Archives and the Cosmos, perhaps we should take advice from an editorial which appeared in the Wilson Library Journal.

After a discussion of the legal implications of using the M.L.S. degree as a screening device, the Journal concluded:

Of course ALA merely asked for an opinion from its legal counsel and need not act on the wisdom of it. It is advice that should be paid for and immediately put in an archive. Were this sort of counsel taken to heart and acted upon, we would pay for it the rest of our lives.

So we must carefully train our future professional archivists ...

And Boyne also wanted the acquisition equipment to be portable, so that not only the Smithsonian's own collection, but also those rotting, far-flung archives could be rescued.

"Our idea was to use college kids, give them a little training, and send them into the field to capture everything in those archives," he says.

... and hand each and every one of them a steamer trunk and some keys ...



KITTY: archivist

Kitty, by the way, was going through a steamer trunk full of her father's papers last year when she came upon a set of keys — one of which unlocked a long-forgotten safety deposit box. Inside the box was a treasure trove of unknown Bruce material. They've been compiled into a book due out in April — *The Unpublished Lenny Bruce*, from Running Press.

*The Task Force on Archives and the Cosmos is hoping for a subway series. The Task Force suggests that anyone reading this newsletter from back to front turn to the beginning immediately!*



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**Guide to County and Municipal Records on Microfilm in the Pennsylvania State Archives (#176), by Nancy L. P. Fortna and Frank M. Suran (1982).** (50 pages, paper)  
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**Oral History in Pennsylvania: A Summary Guide to the Oral History Collections of the Pennsylvania Historical and Museum Commission (#123), by Matthew S. Magda (1981).** (30 pages, paper)  
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**ISBN 0-911124-95-0 (cloth, #133)** ..... \$10.15  
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(77 pages, paper, #134) ..... \$5.90

**Guide to the Microfilm of the Miscellaneous Manuscripts of the Revolutionary War Era, 1771-1791 (#135),** (1978). (22 pages, paper)  
**ISBN 0-911124-97-7** ..... \$1.90  
Microfilm (1 roll, with Guide) ..... \$17.00

**Guide to the Microfilm of the Records of the Provincial Council, 1682-1776 (#137),** (1966). Includes a chronological listing of the unbound manuscript executive and crown correspondence. (130 pages, cloth)  
**ISBN 0-911124-19-2** ..... \$4.65  
Microfilm (26 rolls @ \$17 each, with Guide) ..... \$442.00

**Guide to the Microfilm of the Baynton, Wharton and Morgan Papers (#138),** (1967). Includes a listing of the Peter Baynton Papers, 1725-1745, and Baynton Family Papers, 1770-1827, neither of which are included in the microfilm. (29 pages, paper)  
**ISBN 0-911124-20-9** ..... \$2.55  
Microfilm (10 rolls @ \$17 each, with Guide) ..... \$170.00

**Guide to the Microfilmed Harmony Society Records, 1786-1951 (#195),** (1983). (60 pages, paper)  
**ISBN 0-89271-025-X** ..... \$2.25  
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TIME VALUE MAIL

This newsletter was mailed  
the week of October 1.



ISSN: 0738-9396

The mid-atlantic archivist (maa) is the quarterly newsletter of the Mid-Atlantic Regional Archives Conference (MARAC). MARAC membership includes all interested individuals who live and work in the seven states of New York, New Jersey, Pennsylvania, Maryland, Delaware, Virginia, and West Virginia; and the District of Columbia. MARAC seeks to promote the professional welfare of its members; to affect cooperation amongst individuals concerned with the documentation of the human experience; to enhance the exchange of information between colleagues working in the immediate regional area; to improve the professional competence of archivists, curators, of textual, audiovisual and related special research collections, and records managers; and to encourage

professional involvement of persons actively engaged in the preservation and use of all types of historical research materials. Individual yearly membership dues are \$10.00. The dues year is from October 1 through September 30. Membership is not open to institutions, but institutions may purchase yearly subscriptions to maa for \$10.00. Requests for back copies of maa (\$1.25 each copy) and membership applications should be addressed to: Brother Denis Sennett, MARAC Secretary, Friars of the Atonement Archives, Graymoor, Garrison, NY 10524.

Items submitted for maa publication should be typed and double-spaced. Send material to: Ronald L. Becker, Department of Special Collections and Archives, Alexander Library, Rutgers University, New Brunswick, NJ 08903; telephone (201) 932-7006/7527. Deadlines are the first of March, June, September and December.

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